



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE EXAMINER

\$3,425* - \$4,903

**FIELD EXAMINATION DIVISION
SAN FRANCISCO**

RESPONSIBILITIES:

Under supervision, the incumbent will assist in the financial examinations (audits) of insurance companies to determine their financial status, solvency, and the legality and propriety of their operations; analyze insurers' financial statements and other documents to determine financial condition and propriety of reporting; and do other analytical work as required. When conducting financial examinations of insurers, the insurance examiner must travel to an insurer's place of location, which includes in-state or out-of-state.

DESIRABLE QUALIFICATIONS:

- Demonstrated accounting knowledge and experience, and ability to read and interpret financial statements.
- Communicate effectively both orally and in writing.
- Possess good organizational and problem solving skills.
- Ability to work as a team member, be flexible and responsive to various tasks assigned.
- Willingness to travel and work away from the headquarters office including out-of-state travel.
- Experience in the use of computer application programs such as Microsoft Word, Excel, Access, etc.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Examiner level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

07/31/12SS

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Sophia Santiago, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "INSURANCE EXAMINER #413-251-4420-008" on the State application.** For additional information, please contact (916) 492-3310 or sophia.santiago@insurance.ca.gov.

FINAL FILING DATE: Thursday, August 9, 2012 by 5:00 PM, close of business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

*Recruitment Hiring-Above-Minimum rate included.

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